



# SYLLABUS

## Principles of Macroeconomics (ECON 2301. Z03; CRN# 25640) Spring 2024

<b>Instructor:</b>	Dr. Munir Quddus
<b>Section and CRN:</b>	ECON 2301, Section Z03 - CRN: # 25640
<b>Office Location:</b>	Virtual Online
<b>Email Address:</b>	<a href="mailto:muquddus@pvamu.edu">muquddus@pvamu.edu</a>
<b>Office Hours:</b>	Asynchronous virtual appointments on Thursdays (2:00 p.m. to 5:00 p.m.) To schedule virtual office hour on Zoom, please send me an email at least a day before; Your PVAMU e-mail account is the official medium of communication.
<b>Mode of Instruction:</b>	Asynchronous online
<b>Course Location:</b>	Asynchronous online Delivery (CANVAS)
<b>Class Days &amp; Times:</b>	Asynchronous online
<b>Catalog Description:</b>	Analysis of the principles and problems of National Income accounting (GDP, Growth, Inflation, Unemployment), public finance, international trade, and global economic trade.
<b>Prerequisites.co-requisite:</b>	None
<b>Required Texts:</b>	- <i>Macroeconomics, Brief Edition, McConnell, Brue and Flynn, e/2</i> – The Main Textbook for this Course; all chapter references are to this textbook.

## Student Learning Outcomes

Upon successful completion of this course, students will be able to:	Program Learning Outcome (Alignment with Assessment Goals for this course; AACSB, SACSCOC)	Core Curriculum Outcome (SACSCOC Assessment Alignment)
1. Explain the scope and nature of economics, and terms such as micro and macroeconomics, the significance of Fed policies, global trade, etc.	Mastery of Content; Ethics; Communication; Global Perspective	Critical Thinking; Social Responsibility; Ethics, Communication
2. Understand the concepts of Aggregate demand and supply and the dynamics of market equilibrium	Mastery of Content; Communication	Critical Thinking; Empirical and Quantitative Skills, Communication
2. Explain measures of national income accounts such as GDP, and their differences and limitations of these measures	Mastery of Content; Communication	Critical Thinking; Empirical and Quantitative Skills
4. Employ the measurements and applications of cost-of-living indices in their every day lives	Mastery of Content	Critical Thinking; Empirical and Quantitative Skills
5. Improve their understanding of the factors that contribute to the production, growth and welfare	Mastery of Content	Critical Thinking; Empirical and Quantitative Skills
6. Define basic concepts such as savings and investment and their significance to the U.S. economy	Mastery of Content	Critical Thinking
7. Be able to differentiate different types of unemployment and their underlying factors on various economic classes and their well being	Mastery of Content; Ethics	Critical Thinking; Ethics, Social Responsibility Empirical and Quantitative Skills
8. Know the basics of the monetary and fiscal system; have an awareness of the problems and issues associated with inflation	Mastery of Content; Global Perspectives; Ethics	Critical Thinking; Social Responsibility
9. Have a citizen's understanding of ideas such as Business cycles, aggregate demand, and supply, and how these impacts the GDP	Mastery of Content; Communication	Critical Thinking; Empirical and Quantitative Skills; Communication
10. Have an enhanced awareness of the impact of monetary and fiscal policies on aggregate demand and supply	Mastery of Content; Communication; Global Perspective	Critical Thinking; Empirical and Quantitative Skills; Communication; Social Responsibility
11. How international trade and exchange rates policies impact national output, income and wealth inequities, and societal welfare	Mastery of Content; Ethics, Communication; Global Perspective	Critical Thinking; Ethics, Empirical and Quantitative Skills; Communication; Social Responsibility

## Major Course Requirements

*The following assignments and tools will be employed to determine student learning and grades:*

**Exams** – Using “Proctorio”, the midterm and final exams would be “remote proctored”; students will need to have their student ID and webcam to take the exam, which are recorded to ensure academic integrity; the program identifies possible instances of academic misconduct [for which the penalties could be serious, including an F grade in the exam or the course]; these exams are designed to measure student learning of the course material covered – they may have multiple choice and short essay questions, and are timed to complete within a window.

**Discussion Questions** - written assignments on real world topics designed to reinforce theories discussed in class.

**Quizzes** – The instructor may give a few quizzes to check student engagement and learning

*Discussion Questions, etc. will be online (asynchronous). Midterm Exams and Final Exam will be (remote) proctored*

## Final Course Grade - Criteria

Course Grade Requirements	Description	Value
Class Participation	Your participation and engagement will be monitored, and points assigned based on the time you spend on the course	10%
Discussion Questions	A Few Discussion Questions will be assigned for students to study and respond to (publicly) for grades	20%
Mid-Term Exams	Three mid-term exams will be given. The Course Calendar has the dates; Normally, students will have a window of 10 hours to complete the midterm, under remote proctoring; [Remotely Proctored]	30%
Final Exam	The Final exam with multiple-choice and short essay questions will cover all the chapters, with focus on the last few chapters covered. [Remotely Proctored]	40%
Total		100%

**Opportunity to Earn Bonus Points:** The professor plans to give a few extra assignments (quiz, homework, short paper, news analysis, other) for “bonus” or extra points a student can earn – normally 2-5 points for an assignment.

## General Course Policies

### A. Grading Policy

The final course grade will be based on the weighted average of the percentage of total points earned. Students should pay attention to the raw scores, but also the weighted percentage scores displayed on *e-courses Grade Book* to evaluate their performance in the class. Normally, the professor will transfer the scores to an Excel Spreadsheet for ease of calculations. If you have any questions or concerns about your grades, please write to me. The final performance will be measured as follows: 90-100% = A; 80-89% = B; 70-79% = C; 60-69% = D; below 60% = F. The instructor reserves the right to adjust these between letter grades up or down as needed to account for median scores, ranges, and natural breaks in the final score distribution.

**Assessment of Student Learning – Exams, Assignments, Timeline:**

The instructor will announce the dates of all exams in advance. The “tentative” dates of the exams and homework are shown in the course schedule below. Make-up exam will not be available. If a student misses a mid-term exam due to an emergency, illness, or absences related to university-approved field trips and institutionally sponsored activities (athletics, tours, etc.), the other mid-term grades will be used to account for the missed exam. If a student cannot be in attendance for an exam, he or she must notify the instructor a week before the exam.

Students are required to complete the homework assignments in time. The instructor will announce the due dates when the assignments are posted. A penalty may apply to late submissions.

**Attendance Policy; Guidelines for Success**

Given the virtual medium, there are no physical attendance requirements. All the course materials and lecture videos will be available on *E-courses (Canvas)*. However, the instructor plans to organize **occasional Zoom meetings** for tutorial, reinforcement, and office hours. Attendance in these meetings is normally optional.

As College Students, you are expected to take initiative to stay on top of the materials in this course. You should watch lecture videos when available, and study the textbook and other materials posted on *E-courses*. Discussion and Homework assignments are given to complement/strengthen your own reading and learning. Please take them seriously. What you learn in this course will become an important part of your “intellectual toolkit” or brainpower, for the rest of your life. Read ahead of the class. Complete the assignments on time. I will be regularly checking your login status and monitor the time spent on the available lecture videos on *E-courses*; these will count towards your attendance points (10%) in this course.

**Instructor’s Response and Student Feedback:**

If you have any questions or thoughts about improving the format of the class, lectures, homework, or exams, I would love to hear from you. Be patient as I may be in meetings or traveling. I do try to respond within the day, depending on the time of the day. I will use *E-courses* to communicate with students. Any announcements related to the class will be via *E-courses*, so you should regularly check your *E-courses* account, and the university email accounts. All course materials will be regularly posted on *E-courses*.

## Course Calendar/Schedule

This is a tentative Calendar. Actual coverage and due dates can change subject to the progress of students in the class.

Week	Topics	Readings	Assignments
Week 1	Limits, Alternatives, and Choices	Chapter 1 Slides and the corresponding book chapters	Read chapter; work out chapter-end problems
Week 2	The Market System and the Circular Flow Model	Chapter 2 Slides and the corresponding book chapters	Read chapter; work out chapter-end problems
Week 3	Demand, Supply, and Market Equilibrium	Chapter 3 Slides and the corresponding book chapters	Read chapter; work out chapter-end problems
<b>Exam I – chapters 1, 2, 3</b>			
Week 4	Elasticity of Demand and Supply	Chapter 4 Slides and the corresponding book chapters	Read chapter; work out chapter-end problems
Week 5	GDP and Economic Growth	Chapter 5 Slides and the corresponding book chapters	Read chapter; work out chapter-end problems
Week 6	Business Cycles, Unemployment, and Inflation	Chapter 6 Slides and the corresponding book chapters	Read chapter; work out chapter-end problems
Week 7	Aggregate Demand and Aggregate Supply	Chapter 7 Slides and the corresponding book chapters	Read chapter; work out chapter-end problems
Week 8	Money and Banking, and Financial Institutes	Chapter 8 Slides and the corresponding book chapters	Read chapter; work out chapter-end problems
<b>Exam II – chapters 4, 5, 6</b>			
Week 9	Spring Break	-	
Week 10	Fiscal Policy, Deficits, and Debt	Chapter 9 Slides and the corresponding book chapters	Read chapter; work out chapter-end problems
Week 11	Interest Rates and Monetary Policy	Chapter 10 Slides and the corresponding book chapters	Read chapter; work out chapter-end problems
Week 12	Long - run Aggregate Supply and Aggregate Demand	Chapter 11 Slides and the corresponding book chapters	Read chapter; work out chapter-end problems
Week 13	Long - run Aggregate Supply and Aggregate Demand	Chapter 11 Slides and the corresponding book chapters	Read chapter; work out chapter-end problems
<b>Exam III – chapters 7, 8, 9, 10</b>			
Week 14	International Trade and Exchanges Rates	Chapter 12 Slides and the corresponding book chapters	Read chapter; work out chapter-end problems
Week 15, 16	Balance of Payments and Exchanges Rates	Chapter 13 Slides and the corresponding book chapters	Read chapter; work out chapter-end problems
<b>FINAL Exam – chapters 11, 12, 13, plus additional chapters (semi-comprehensive)</b>			

## Student Support and Success

### John B. Coleman Library

The John B. Coleman Library's mission is to enhance the scholarly pursuit of knowledge, to foster intellectual curiosity, and to promote life-long learning and research through our innovative services, resources, and cultural programs, which support the Prairie View A&M University's global mission of teaching, service, and research. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. Website: <https://www.pvamu.edu/library/>; Phone: 936-261-1500

### Academic Advising Services

Academic Advising Services offers students a variety of services that contributes to student success and leads towards graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students get connected to success early in the semester. We help refer students to the appropriate academic support services when they are unsure of the best resource for their needs. Faculty advisors support some students in their respective colleges. Your faculty advisor can be identified in Panther Tracks. Advisors with Academic Advising Services are available to all students. We are located across campus. Find your advisor's location by academic major at [www.pvamu.edu/advising](http://www.pvamu.edu/advising). Phone: 936-261-5911

### The University Tutoring Center

The University Tutoring Center (UTC) offers free tutoring and academic support to all registered PVAMU students. The mission of the UTC is to help provide a solid academic foundation that enables students to become confident, capable, independent learners. Competent and caring staff and peer tutors guide students in identifying, acquiring, and enhancing the knowledge, skills, and attitudes needed to reach their desired goals. Tutoring and academic support are offered face-to-face in the UTC, in virtual face-to-face sessions (<https://www.pvamu.edu/student-success/sass/university-tutoring-center/>), and through online sessions (<https://www.pvamu.edu/pvplace/>). Other support services available for students include Supplemental Instruction, Study Break, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: [pvtutoring@pvamu.edu](mailto:pvtutoring@pvamu.edu); Website: <https://www.pvamu.edu/student-success/sass/university-tutoring-center/>

### Writing Center

The Writing Center provides well-trained peer tutors to assist students with writing assignments at any stage of the writing process. Tutors help students with various writing tasks from understanding assignments, brainstorming, drafting, revising, editing, researching, and integrating sources. Students have free access to Grammarly online writing assistance. Grammarly is an automated proofreading and plagiarism detection tool. Students must register for Grammarly by using their student email address. In addition, students have access to face-to-face and virtual tutoring services either asynchronously via email or synchronously via Zoom. Location: J. B. Coleman Library, Rm. 209; Phone: 936-261-3724; Website: <https://www.pvamu.edu/student-success/writing-center/>; Grammarly Registration: <https://www.grammarly.com/enterprise/signup>

### Academic Early Alert

Academic Early Alert is a proactive system of communication and collaboration between faculty, academic advisors, and PVAMU students that is designed to support student success by promptly identifying issues and allowing for intervention. Academic Early Alerts help students by providing a central location to schedule advising appointments, view advisor contact information, and request assistance. Students who recognize that they have a problem that is negatively affecting their academic performance or ability to continue school may self-refer an Academic Early Alert. To do so, students will log in to PV Place and click on Academic Early Alert on the left sidebar. Phone: 936-261-5902; Website: <https://www.pvamu.edu/student-success/early-alert/>

### Student Counseling Services

Mental health is very important. The Student Counseling Services unit offers a range of services and programs to assist

students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and assists students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Hobart Taylor, 2nd floor; Phone: 936-261-3564; Website: <https://www.pvamu.edu/healthservices/student-counseling-services/>

### **Office of Testing Services**

Testing Services serves to create opportunities by offering a suite of exams that aid in the students' academic and professional success. Currently, we administer entrance (HESI A2), college readiness (TSI assessment), Prior Learning (CLEP, DSST), and proctored exams. Location: Wilhelmina Delco, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: [aetesting@pvamu.edu](mailto:aetesting@pvamu.edu); Website: [www.pvamu.edu/testing](http://www.pvamu.edu/testing)

### **Office of Diagnostic Testing and Disability Services**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, contact the Office of Disability Services. As a federally mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring non-standardized test administrations, ASL interpreters, ALDs, digital recorders, Live scribe, and a comprehensive referral network across campus and the broader community. Location: Hobart Taylor, Rm. 1D128; Phone: 936-261-3583; Website: <https://www.pvamu.edu/disabilityservices/>

### **Center for Instructional Innovation and Technology Services (CIITS)**

Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend college in the traditional manner. The Center for Instructional Innovation and Technology Services (CIITS) supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit: <https://www.pvamu.edu/dlearning/distance-learning-2-2/students-2/>; Phone: 936-261-3283

### **Veteran Affairs**

Veterans Services works with student veterans, current military, and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazelwood Act. Location: Evans Hall, Rm. 102; Phone: 936-261-3563; Website: <https://www.pvamu.edu/sa/departments/veteranaffairs/>

### **Office for Student Engagement**

The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development, and campus governance. Location: Memorial Student Center, Rm. 221; Phone: 936-261-1340; Website: <https://www.pvamu.edu/studentengagement/>

### **Career Services**

Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the Career Services website for information regarding services provided. Location: Anderson Hall, 2nd floor; Phone: 936-261-3570; Website: <https://www.pvamu.edu/careerservices/>

## Academic Misconduct

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with the University Administrative Guidelines on Academic Integrity, which can be found on the [Academic Integrity webpage](#). Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the University Administrative Guidelines on Academic Integrity, the University Online Catalog, and the Student Code of Conduct, the following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. In addition to academic sanctions, any student found to have committed academic misconduct that is also a violation of criminal law may also be subject to disciplinary review and action by the Office of Student Conduct (as outlined in the Student Code of Conduct).

### Types of Academic Dishonesty to be Avoided and Would be Penalized:

- A. **Cheating:** Deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not learned, giving, or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher.
- B. **Plagiarism:** Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another's paper or answers, failure to identify information or essays from the internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks.
- C. **Collusion:** When more than one student or person contributes to a piece of work that is submitted as the work of an individual.
- D. **Conspiracy:** Agreeing with one or more persons to commit an act of academic/scholastic dishonesty; and
- E. **Multiple Submission:** Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.
- F. **Other –** for example using Artificial Intelligence tools to generate a paper or assignment and “claiming” this to be your own work..

## Nonacademic/Behavior Misconduct

It is important that we ensure a healthy and positive classroom environment for learning. The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action, including being expelled from the class. Normally, the Office of Student Conduct will adjudicate such incidents under nonacademic procedures.

## Sexual Misconduct

Sexual harassment of students and employees at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating the university's sexual harassment policy will be subject to disciplinary action. In accordance with the Texas A&M University System guidelines, your instructor is obligated to report to the Office of Title IX Compliance ([titleixteam@pvamu.edu](mailto:titleixteam@pvamu.edu)) any instance of sexual misconduct involving a student, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which the instructor becomes aware during this course through writing, discussion, or personal disclosure. The faculty and staff of PVAMU actively strive to provide a learning, working, and living environment that promotes respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like assistance or have questions, they may contact the Title IX Coordinator at 936-261-2144 or [titleixteam@pvamu.edu](mailto:titleixteam@pvamu.edu). More information can be found at [www.pvamu.edu/titleix](http://www.pvamu.edu/titleix), including confidential resources available on campus.



## **Pregnancy, Pregnancy-related, and Parenting Accommodations**

Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related conditions, or parenting (reasonably immediate postpartum period) are encouraged to contact Student Disability Services or the Dean of Students' Office for additional information and to request accommodations.

## **Non-Discrimination Statement**

Prairie View A&M University does not discriminate based on race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity in its programs and activities. The University is committed to supporting students and complying with The Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of discrimination or harassment, we encourage you to report it. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Director of Equal Opportunity & Diversity has been designated to handle inquiries regarding the non-discrimination policies and can be reached at Harrington Science Building, Suite 109 or by phone at 936-261-1744 or 1792.

## **Class Attendance Policy (See the University Online Catalog for Full Attendance Policy)**

Prairie View A&M University requires regular class attendance. Attending all classes supports the full academic development of each learner, whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or the internet. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in the assignment of a grade of "F." Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.

## **Student Academic Appeals Process**

Authority and responsibility for assigning grades to students rest with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the University Online Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

## **ADA Statement**

*Students with disabilities who believe they may need an adjustment in this class are encouraged to contact the Office of Disabilities Services at (936) 261-3583 as soon as possible. Once you receive a letter of adjustment from the office, feel free to discuss appropriate adjustments for this class.*

**This is an online course and requires the following technical and other requirements which may be different from other mode of delivery of the course**

## **Technical Considerations**

### **Minimum Hardware and Software Requirements:**

- Pentium with Windows XP or PowerMac with OS 10
- 56K modem or network access
- Internet provider with SLIP or PPP
- 16X CD-ROM
- 500MB RAM
- Hard drive with 40MB available space
- 15" monitor, 800x600, color or 16 bits
- Sound card w/speakers
- Microphone and recording software
- Webcam
- Keyboard & mouse
- Netscape Communicator 4.61 or Microsoft Internet Explorer 5.0 /plug-ins

**Proficiency of the following computer skills:**

- Sending and receiving email
- A working knowledge of the Internet
- Microsoft Word, Excel and PowerPoint
- Basic Knowledge of Acrobat PDF Reader
- Basic knowledge of Windows or Mac O.S.

**Technical Support:** Students should call the Prairie View A&M University Helpdesk at 936-261-2525 for technical issues with accessing your online course. The helpdesk is available 24 hours a day/7 day a week. For other technical questions regarding your online course, call the Center for Instructional Innovation and Technical Support (CIITS) at 936-261-3290 or 936-261-3282.

**Netiquette (online etiquette)**

Students are expected to participate in all discussions and virtual classroom chats in a respectful manner. Please be respectful and courteous to others on discussion boards. Avoid foul or abusive language. Do not use ALL CAPS for communicating to others AS IT CAN BE INTERPRETED AS YELLING. Avoid using slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you." Limit and possibly avoid the use of emoticons. Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post, and the message might be taken seriously or sound offensive.

**Video Conferencing Etiquette**

When using Zoom, WebEx, or other video conferencing tools, confirm the visible area is tidy, clear of background clutter, inappropriate or offensive posters, and other distractions. Ensure you dress appropriately and avoid using high traffic or noisy areas. Stay muted when you are not speaking and avoid eating/drinking during the session. Before the class session begins, test audio, video, and lighting to alleviate technology issues. **IN ZOOM MEETINGS, KEEP THE CAMERA ON SO THAT THE PROFESSOR CAN SEE YOU. AS A BUSINESS STUDENT, YOU MUST LEARN PROFESSIONAL ETIQUETTE EXPECTED IN THE CORPORATE WORLD.**

**Technical Support**

Students should go to <https://mypassword.pvamu.edu/> if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Center for Instructional Innovation and Technology Services at 936-261-3283 or email [ciits@pvamu.edu](mailto:ciits@pvamu.edu).

**Communication Expectations and Standards**

Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.

**Discussion Requirement**

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can occur in a seminar fashion. The use of the discussion board will accomplish this. The instructor will determine the exact use of discussion boards.

**It is strongly suggested** that students type their discussion postings in a word processing application such as Word and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized using the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, copy and paste to the discussion board.

**COVID-19 Campus Safety Measures**

To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, PVAMU has adopted policies and practices to limit virus transmission.

- **Self-monitoring** - Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.
- **Face Coverings** - Face coverings (cloth face covering, surgical mask, etc.) are recommended in classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource, and support offices, and outdoor spaces where 6 feet of physical distancing is challenging to maintain reliably.
- **Physical Distancing** - Physical distancing should be maintained between students, instructors, and others in course and course-related activities where possible. **Personal Illness and Quarantine** - Students required to quarantine are to participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities. Students experiencing personal injury or illness that is too severe for the student to attend class qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, [studentconduct@pvamu.edu](mailto:studentconduct@pvamu.edu).

Dear Student:

Welcome to Econ 2301, Principles of Macroeconomics, Online Section 3, Spring 2024 semester. I look forward to getting to know you and working with you so that you are successful in this course. College education is important. It will change your life, once you graduate. The study of economics is an important part of your college education, as well as for you to becoming a well-informed “citizen” of this great country. Democracy works best when voters understand government policies and how the global economy works. Good luck!

Dr. Munir Quddus

Professor